

Altering your Google Sites appearance.

A 'Theme' is the basic set of colours and fonts. Menu **Manage Site / Colors and Fonts** allows you to change themes and to adjust Colors, Fonts and base graphics. A site has many parts to it as shown on the next page. You select the relevant part from the menu. The menus to investigate are:

- 'More / Site Actions / Manage Site', sub menus 'Site Layout' and 'Colors and Themes'.
- Also a new menu 'More / Edit Site Layout'

The screenshot shows the 'Manage Site' interface for a site named 'Keiths Secret Business'. The interface includes a top bar with 'Manage Site', 'SAVE', 'Cancel', 'Clear all customizations', and 'Browse more themes' buttons. A left sidebar lists site management options: 'Attachments', 'Page templates', 'Apps Scripts', 'Deleted items', 'General', 'Sharing and Permissions', 'AdSense', 'Web Address', 'Site layout', 'Colors and Fonts' (highlighted), and 'Themes'. The main area is titled 'Base theme: The base theme allows you to start with an existing theme and make customizations'. It features a 'Branches' dropdown menu and a list of customizable elements: 'ENTIRE PAGE' (Page background color, Page background image, Page wrapper background image, Page font, Page link color, Page visited link color) and 'SITE HEADER'. A 'Choose a color' section offers 'Use theme Default value', 'None', or 'Custom' (selected), with a color palette showing the chosen color #d43f76. A preview pane at the bottom shows the site's appearance with the text 'Keiths Secret Business' and a 'Search this site' button. Annotations explain the steps: Step 1 (Browse More Themes), Step 2 (Select part to change), Step 3 (Adjust settings), and Step 4 (Save changes).

Step 4: IMPORTANT. If you want to keep the changes you've made then make sure to click Save. (Or click Cancel to discard any changes)

This resets all your changes back to the default for that theme. Then click Save or Cancel.

Lists lots of other themes that you can try. Many people have designed themes and made them available for sharing. Definitely worth a visit.

Step 1. Lists all the standard Google Sites themes. Try each one and it will show in the preview pane. (Or click the Browse More Themes' button to list lots of themes by other people.)

Step 2: Select which part of your page you want to change

Step 3: Adjust the settings for the part you've selected

Preview pane shows changes you've made

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Some of the 'parts' of a Google site. The unshaded callouts relate to menu More / Manage Site / Colors and Fonts

